

DEPARTMENT OF THE ARMY
US ARMY GARRISON FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

FB Regulation 210-13

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INSTALLATION
Centralized Barracks Unaccompanied Permanent Party Housing (UPH)
Management

FOR THE COMMANDER:

DISTRIBUTION:
A

KURT A. WEAVER
COL, AR
GARRISON COMMANDER

OFFICIAL:



JOHN S. HODGE
Adjutant General

History. This is a new regulation.

Summary. This publication establishes procedures and provides guidance for the Centralized Barracks Unaccompanied Permanent Party Housing (UPH) Management. It outlines responsibilities for the conduct of the units and occupants.

Applicability. This regulation applies to the occupants of McRee Barracks and units represented.

Suggested improvements. The proponent of this regulation is the Directorate of Installation Support, U.S. Army Garrison, Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Directorate of Installation Support, Housing Division, 9430 Jackson Loop, Suite 107, Fort Belvoir, Virginia 22060-5130

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1. Purpose and Scope. The barracks management program provides professional management and improves the utilization. It also is designed to improve the Quality of Life standards for single soldiers. This regulation establishes policy and procedures and provides guidance for effective in/out processing, maintenance, and housekeeping of enlisted barracks on Fort Belvoir.

2. Applicability. This regulation is applicable to all units, to include tenant activities, having enlisted barracks space located on Fort Belvoir and to all personnel residing in these facilities.

3. Policy.

a. Categories of assignment will be IAW Table 3-4, AR 210-50. Conditions of assignment for Category III (sponsor) and IV (geographical bachelor) personnel are:

(1) Unless excess rooms are available, personnel in a Category III or Category IV status will not be assigned space in McRee or Bennett Barracks.

(2) When Category III or IV personnel are housed, they are subject to 30 day written notice to vacate should their space be needed for Category I or II personnel. In this situation the first individual assigned quarters in the lowest category will be subject to the notice. Personnel who have been approved to reside in the barracks will have their requests reviewed every six months for any changes in the circumstances that warranted approval, unless the Garrison Commander has approved permanent room assignment.

(3) These individuals will be housed two (2) per room regardless of the space adequacy standards defined in Table 4-2, AR 210-50, for their grade.

(4) When the individual is key and essential and has a Category III or IV status, member will only be housed on a priority basis upon approval by the Garrison Commander. When that individual no longer performs the duties of a key and essential position that entitled him/her to occupy space, he/she is subject to immediate termination of their space when a waiting list for space exists.

(5) Category III or IV personnel will acknowledge the above, in writing, as a condition of occupancy before assignment.

b. Minimum adequacy standards defined in Table 4-2, AR 210-50 will be utilized for Category I and II personnel. Existing barracks facilities approved and constructed after 1973 under lesser criteria than these standards will use their construction criteria as minimum standards. The capacity will not be recomputed using the new standards simply to increase the overall space requirements nor will they be designated as inadequate.

c. Unit integrity will be maintained as much as possible; however, this method of assignment will not result in authorizing Basic Allowance for Housing (BAH) for unaccompanied personnel while less than optimum utilization of barracks is being maintained. If space is not available within the area assigned to the individual's unit, individual will be assigned to the barracks closest to his/her unit and will have the option of moving when space becomes available. Certificate of Non-availability will not be issued because space is not available within the individual's unit.

d. Requests for exception to policy or procedures must be submitted, in writing, through the individual's chain of command to the Unaccompanied Personnel Housing (UPH) office. The UPH office will, in turn, forward the request to the Housing Division and Garrison Commander for a decision.

e. Changes in room assignment will not be made unless a cogent reason for the move exists. A request for change in room assignment will be treated as an exception to policy.

f. Personnel not required to live on post for reasons of military necessity, readiness or discipline may submit a written request, through their chain-of-command, to the UPH office, to reside off-post without drawing basic allowance for housing (BAH). Conditions of approval will be:

(1) They could be subject to involuntary assignment of quarters at a later date.

(2) If at a later date they desire to reside on post, they may place their name on a waiting list. They will not be eligible for a Certificate of Non-Availability.

g. Involuntary assignment to barracks are made with a 30 day written notice when:

(1) Assignment to government quarters is required for reasons of military necessity, readiness or discipline.

(2) Occupancy of adequate space by Category I and II personnel is below 95 percent. If projected, net gains will not raise the occupancy rate above 95 percent within 120 days, consideration will be given to recalling those individuals who were previously authorized to live off post and receive BAH. Assignments will be made to the most junior members first.

h. Involuntary assignment to barracks will not be made when:

(1) Garrison Commander determines a significant hardship would be experienced.

(2) Individual was advised, in writing, to make permanent arrangement off post.

(3) Financial hardship would be experienced due to the forced sale of a home.

(4) Penalties would exist IAW with terms of a lease.

(5) Individual has (PCS) orders to depart the installation within 90 days.

i. Assignment of Quarters.

(1) Requests for assignment to permanent barracks space will only be accepted after individuals have signed in at the Central Processing Center, 5815 20th Street (bldg 213).

(2) Applicant will complete an Application for Assignment to Housing (DD Form 1746). One copy of assignment orders is required which have been annotated by the Central Processing Center verifying individual has signed in for duty. The UPH staff will input application into the Housing Operation Management System (HOMES), have the applicant verify information is correct and sign the HOMES generated application. If applicant is in a category III or IV status, he/she will also be required to sign a statement acknowledging the condition of their assignment, i.e., must vacate with 30 days written notice.

(3) Through an interview process the UPH staff will determine the individual's eligibility and room assignment based on duty assignment and marital status.

(4) E4 and below occupants will be assigned to a double room and will occupy one-half of the room only. Remaining half of the room will remain clear for incoming occupant. The following factors will be considered in determining space availability:

(a) Smoking or non-smoking preference. Lack of a smoking room, however, will not constitute a Certificate of Non-availability.

(b) Gender

(c) Shift work. Shift workers will be grouped by rooms/floors as much as possible.

(d) Law enforcement, criminal investigation and counter-intelligence personnel requiring separate billeting facilities.

(5) The UPH office will then make a room assignment and schedule an assignment inspection. Application and orders will be filed in the individual room folder. If space is not available, individual will be placed on a waiting list and a Certificate of Non-availability issued authorizing payment of BAH at the without-dependent rate for a specified period of time.

(6) New residents will be briefed by the UPH office on policies and procedures of barracks living.

(7) Personnel reporting in during non-duty hours or on weekends and holidays will report to the Staff Duty Non-Commissioned Officer (SDNCO) located at the Central Processing Center, 5815 20th Street (bldg 213), for assignment to a transient or temporary room. The first duty day following their arrival, individuals will process in with UPH housing for assignment to a permanent room and make arrangements to clear temporary room.

(8) The UPH clerk will inform the applicant of the time and date to meet a housing inspector at the projected room for assignment. The housing inspector along with the applicant will jointly inspect the room IAW appendix A. Upon completion, the occupant will sign the inspection checklist acknowledging that he/she accepts the condition of the room. The inspector will then issue the occupant combinations to gain entrance to the assigned room, laundry room, and outside entrance to the building.

(a) Utilization. When barracks assignments exceeds the management's fill percentage and barracks occupancy is reached on the installation and no geographical bachelors are residing in barracks, individuals will be selected by rank seniority to receive Certificates of Non-Availability from the waiting list of personnel desiring to reside off-post.

(b) Certificates of Non-availability (CNA):

(c) Single Solder. CNAs will only be issued to soldiers in the grade of E6 and below when space is not available. Residing off post at a previous assignment is not justification to request CNA. Prior to issuing the CNA the individual must have a Request to Reside Off-Post and Receive BAH completed by obtaining his/her unit commander's approval to reside off-post. Individual will then process the request with the UPH office. If approval is granted, the individual will be advised to make temporary or permanent off-post arrangements. Once a lease has been obtained the individual will report back to the UPH office for their CNA. The effective date of the CNA will be the date

their lease commences. Two copies of the CNA will be given to the individual and one copy retained in the housing files. Individual will then proceed to their servicing Defense Accounting Office to effect payment.

(d) Soldier Married to Another Soldier: CNAs will only be issued to soldiers married to soldiers in the grade of E6 and below when the spouse is assigned to the metropolitan Washington, DC area or will be arriving in the area within 1 month. Prior to issuing the CNA, the individual must have a Request to Reside Off-Post and Receive BAH completed by obtaining his/her unit commander's approval to reside off-post. Individual will then process the request with the UPH office accompanied by a copy of their spouse's orders reflecting assignment to this area and a marriage certificate. If approval will be granted, the individual will be advised to obtain a lease. Once a lease has been obtained the individual will report back to the UPH office for their CNA. Two copies of the CNA will be given to the individual and one copy retained in the UPH files. Individual may then proceed to their servicing Defense Accounting office to effect payment.

(e) Other Situations: CNAs may also be issued as defined in paragraph e (1) above:

(f) Personnel who are required to live off-post due to military necessity (CID agents, etc.).

(g) Personnel with a bonafide hardship. Such cases will require an exception to policy. Request must be well documented with detailed justification. Annual re-certification will be required unless the Garrison Commander's determination states that the hardship is of a permanent nature.

(h) Personnel within 30 days of marriage who are establishing a household in the local area. Their unit commander must certify this.

(i) Personnel with privately owned mobile homes that have been moved from the previous duty station to the new duty station at Government expense. A copy of the authorization for moving the mobile home must accompany the request.

(j) Pregnant members currently residing in the barracks who have reached their 8th month of pregnancy or earlier if determined necessary by medical authority. This requires a doctor's certificate indicating anticipated delivery date. BAH in this instance is only authorized based on anticipated successful pregnancy and resulting need for housing. If this does not occur, the individual could be subject to involuntary reassignment to barracks space.

(k) Residents of barracks undergoing renovation with the option of moving them back after renovation is complete. This option is normally exercised only when filtration of residents into other barracks would significantly disrupt the installation barracks population.

j. Termination of Quarters.

(1) Upon receipt of orders or notification of the requirement to vacate assigned rooms, residents will report to the UPH office to schedule pre-termination and termination inspections and to receive clearance guidelines. This must be done at least 30 days prior to the desired termination date. Clearance from the UPH office is required before unit/installation clearance can be obtained.

(2) Assigned room will be inspected by a housing inspector in the presence of the resident. See appendix A for Clearance Inspection Guidelines.

(3) Upon successful completion of the inspection, the resident will relinquish his/her key to the housing inspector. The housing inspector will complete and sign the necessary forms indicating resident has successfully passed inspection and whether or not there are damages beyond fair wear and tear.

(4) Individual will take forms completed by the housing inspector to the UPH office for clearance processing. If there were damages, individual will be required to reimburse the government by means of Cash Collection Voucher (DD Form 1131), Statement of Charges (DD Form 362) or if it is felt the charges are unjust, individual may request a Report of Survey be initiated. Furnishing Management office will prepare the

appropriate forms and instruct resident on processing procedures. Upon completion if reimbursement method, individual returns to the UPH office with a copy of the form indicating reimbursement has been processed. If the report of survey option was selected, individual must sign the report to complete the process. At this time the UPH office will stamp the individual's Installation Clearance form.

(5) If the individual is moving off-post, a CNA will not be issued until individual has appropriately cleared his/her room. The UPH office will enter the appropriate termination data into the individual's records and copies of all pertinent clearance documents filed.

k. Furnishings. Furnishings will be provided for each type of room, i.e., lower enlisted and NCO. Furnishings Management Office will remove any furniture with the exception of the computer desk and the open storage units in each room. If the occupant requests furniture to be removed they will have to ensure that it is back in place before final inspection is completed.

l. Reimbursement for Movement of Telephone and Cable TV. The occupant will be reimbursed for the cost of the cable and/or telephone moves made from one room/building to another for the convenience of the government. The occupant will submit a paid bill to the Budget Office, 9820 Flager Road (bldg 269). Any move requested by occupant for their convenience will not be reimbursed.

m. Transient Barracks. These rooms are to be used for the purpose of housing incoming soldiers who arrive after normal duty hours or on the weekends or for soldiers leaving the area who must clear 24 to 48 hours before departure. Anyone residing in a transient room will not be authorized room size allocation for his/her rank and will be housed with whomever the other space is needed for. The only restriction to this is gender. In case of domestic problems and at the commander's discretion the rooms may be used for a period of not more than 48 hours. The housing office must be made aware and they must do the assignments. After duty hours it will be the Installation Staff Duty Non-Commissioned Officers (ISDNCO) who does the assignments.

n. Service/Work Orders. Service/work orders will be the responsibility of the tower coordinator assigned as the highest-ranking occupant by the commander of the unit responsible for each building.

o. Lockouts. During duty hours, residents should call the UPH office for assistant; non-duty hours call the service order desk.

p. Quality of Life Meetings. The UPH office will meet with barracks coordinators quarterly to discuss quality of life issues/concerns. The meetings will be open to barracks residents, if they desire to attend.

4. RESPONSIBILITIES.

a. Unit Commander or First Sergeant.

(1) Notifies the UPH office of personnel who are hospitalized or are being reported AWOL.

(2) In the absence of resident (i.e., TDY, leave) provides a unit representative to accompany UPH personnel on required inspections, i.e., fire, safety, special project or for performance of maintenance and furnishings inventories. Fire and safety, special project and maintenance inspections should be scheduled with the tower coordinator, inventory inspections should be made with the occupant(s) of each room. In the case of inspections, both announced and unannounced, the company 1SG must be accompanied by another individual (i.e., platoon sergeant, supply sergeant).

(3) May not access individual rooms without resident(s) presence unless an emergency exists or there is probable cause for entry.

(4) Coordinates with the UPH office on matters that pertain to barracks living.

(5) Conduct health and welfare inspections monthly, 10% of all rooms under your responsibility.

(6) Provides assistance to the UPH office when disciplinary problems are encountered with residents or barracks coordinators assigned to their unit.

(7) In the event of unit deployment, provides the UPH office with a roster of personnel being deployed and the approximate dates of the deployment.

b. Housing Division.

(1) Acts on behalf of the Garrison commander and is charged with the responsibility of the effective and efficient operation of the barracks assets.

(2) Establishes policy and procedures for barracks management. Implements, manages, and enforces the issues established for barracks housing management, to include directives on the allocation and use of barracks facilities.

(3) Responsible for issuing CNAs and authorizing entitlement to BAQ at the without dependent rate.

c. DynCorp Family Housing Office

(1) Counsels residents on housing standards and policy.

(2) Maintains individual room folders.

(3) Ensures all barracks facilities have adequate furnishings, equipment and services.

(4) Maintains key control system for all barracks facilities.

(5) Maintains waiting lists for barracks rooms and for personnel desiring to reside off post who currently are barracks residents.

(6) Maintains maximum utilization of barracks facilities.

(7) Conducts monthly verification check of the Unit Commanders Finance Report against resident rosters to ensure Category III and IV members are not residing in the barracks unless excess space or an exception to policy is on file. Coordinates with the Defense Accounting Office and unit commanders to resolve discrepancies noted and takes appropriate corrective action, when required.

(8) Maintains and periodically provides resident rosters to unit commanders.

(9) Ensures fire evacuation plans and instructions are posted in all common areas.

(10) Appoints barracks coordinators/alternates and provides guidance on their duties and special projects.

(11) Coordinates with unit commander, sergeants and barracks coordinator on important matters pertaining to the barracks and to ensure a high quality of living is maintained.

(12) Conducts periodic inspections of facilities to determine maintenance, repair and improvement work required. Submits work requests for same and monitors work in progress.

(13) Accompanies unit, fire and safety personnel during inspection of facilities, as required. Ensures inspections (fire/safety, building maintenance, furnishings inventory, etc.) coincide, when possible, to decrease impacts on resident's privacy.

(14) May not access individual rooms without resident(s) or unit representative present unless an emergency exists. Identifies furnishings requirements and coordinates with Furnishings Management Office and/or Property Book officer on these requirements. Develops a 5-year plan for furnishings replacement.

d. Barracks/Building and Tower Coordinator.

(1) Will be the senior ranking person in each building and tower in the McRee complex with an alternate being the second senior ranking person. Tower coordinators will report to building coordinators. These individuals will be appointed on additional duty orders by the UPH office and will serve until relieved. The alternate coordinator will assist the primary coordinator, as required, in the performance of his/her duties and serve in the capacity of the primary coordinator in his/her absence.

(2) Is accountable to the Housing Manager for performance of duties. When problems are encountered in the performance of his/her duties the UPH office will request assistance from the coordinator's unit commander.

(3) Within 7 days of his/her appointment, meets with tower/floor residents to remind them of their responsibilities and provide advice on policy matters they may not be aware of.

(4) Keep residents informed of installation policy changes that affect them, pending projects in the barracks, scheduled power outages and other information of importance.

(5) Ensures residents fulfill their responsibilities. Has authority to take appropriate action to ensure residents comply with their responsibilities and duties, which ultimately would be reporting individuals who continue to be negligent in the execution of their responsibilities.

(6) Resolves resident complaints. If the problem cannot be resolved, it will be referred to the UPH office. The UPH office will contact the appropriate unit commander(s), if unit assistance is required.

(7) Schedules and holds tower/floor resident meetings quarterly, or as required in the interim.

(8) Responsible for appearance and working order of their assigned tower/floor or common area, to include ensuring all lights have working bulbs. Conducts daily spot checks of common areas.

(9) Schedules, supervises and responsible for proper completion of cleanup in assigned common and exterior areas. Posts a weekly schedule of duties to be performed by residents. (See Appendix B)

(10) Responsible for maintaining sufficient cleaning supplies for their assigned area. Supplies will be obtained from the UPH office.

(11) Reports the following to the UPH offices: Maintenance and repair discrepancies. Fire and safety hazards.

(12) Inspects the fire extinguishers for proper charge, safety pin and security each day. Fire extinguisher safety checklist will be so annotated upon completion of the check. Extinguishers that are not properly working will be taken to the Davison Army Airfield Fire Station, 8946 Gavin Road (bldg 3237), for recharging or repair.

(13) Maintains bulletin boards within assigned area of responsibility.

(14) Delegates duties to an alternate barracks coordinator when absent for extended periods.

(15) Complies with responsibilities, barracks policies and directives of barracks coordinators. Violators could be subject to disciplinary action.

(18) Maintains room and all assigned furniture and equipment in a clean and serviceable condition. (Appendix B) Residents will be held liable for lost property and damage to room/property beyond fair wear and tear.

(19) Ensures smoke detector remains operational. Any malfunctions should be reported immediately to the barracks coordinator or UPH office.

(20) Responsible for checking the bulletin boards located in common areas on a daily basis to keep abreast of any changes in detail rosters or general information.

(21) Reports to barracks coordinator or UPH office intentional abuse of furnishings, equipment, or the facility.

APPENDIX A

CLEARANCE INSPECTION GUIDELINES

1. All personal property must be removed from the room prior to inspection. Leave some cleaning materials handy in case minor touch-up cleaning is required.
2. Telephone and cable TV must be disconnected and service terminated prior to inspection.
3. All hand receipt items will be accounted for and damages noted.
4. Condition report will be reconciled.
5. The following are cleaning guidelines to follow in preparation for inspection:
 - a. Furniture be in good repair, cleaned and in place.
 - b. General Interior.
 - (1) Walls, doors, woodwork, baseboards, ceilings, fans, exposed pipes and ceiling/wall vents will be dusted to remove dust and cobwebs. All marks and dirt will be removed. DO NOT USE ABRASIVE CLEANERS.
 - (2) Floors will be cleaned thoroughly and one coat of wax designed for the type of floors installed.
 - (3) Light fixtures will be cleaned, to include globes, and have an operating bulb at time of inspection.

(3) Blinds will be hung, cleaned, and in a good state of repair. Damaged or missing blinds must be replaced, contact UPH office for replacement.

(4) Government carpet will be cleaned to remove stains and spots.

(5) Interior of windows will be washed as well as frames, casing and sills. Screen must be in good repair, cleaned and in place. Windows will be left closed and locked.

(6) All trash removed prior to inspection.

c. Furniture/Furnishing.

(1) Wood furniture will be cleaned inside and out with a mild cleansing solution and immediately wiped dry with a clean, dry cloth. Only use a minimum amount of water to preclude damage to the wood. Exterior surface will be polished with a good commercial polish; however, must not have an appearance of excessive build-up.

(2) Lamps will be cleaned to include globes and have an operating bulb at time of inspection.

(3) Upholstered or vinyl covered furniture will be cleaned and free of marks or stains.

(4) Mattresses, bed springs and bed frames will be free of dust and other substances.

(5) Your personal items will be removed from the refrigerator. If at time of clearance you are the only room resident, the refrigerator will be defrosted and washed inside and out, to include the crevices in the rubber door gasket. Refrigerator will be left closed with temperature control at NO. 1 position and ice trays empty.

d. Bathrooms. Area should be left clean, if there is another resident occupying the room. If you are the only room resident at time of clearance, the following must be accomplished:

(1) Sink cleaned and free of soap residue, rust and mineral deposits.

(2) Commode will be cleaned and water stains removed. Give special attention to the area around the base of the commode.

(3) Shower stalls and tiled areas will be cleaned to include removal of all soap residue and mildew. Shower doors should be clean and free from soap residue and mildew.

(4) Soap dishes, toothbrush holders, towel racks and water fixtures will be cleaned, free of corrosion, and polished.

(5) Mirrors will be cleaned and free of streaks.

(6) Ceramic floors. Tile is cleaned thoroughly.

APPENDIX B

BARRACKS RESIDENTS CLEANLINESS STANDARDS

1. Individual rooms.

- a. Walls and doors will be free of dirt and grime.
- b. Ceilings will be free of dirt, dust, and cobwebs.
- c. Refrigerator's exterior and interior surfaces will be kept clean by periodic wiping. Drip pans kept empty and clean. Freezing compartment will be defrosted before ice accumulates over $\frac{1}{4}$ inch. DO NOT USE SHARP INSTRUMENTS TO REMOVE ICE BUILDUP FROM THE FREEZING COMPARTMENT.
- d. Furniture and equipment will be dusted regularly. Desk and tabletops will be maintained in a neat and orderly manner.
- e. Carpeting and area rugs will be kept free of dirt, stains and lint. Spills should be cleaned immediately.
- f. Windows washed as needed.

2. Common areas/laundry rooms.

- a. Building coordinator will run a roster of all occupants of each barracks building. These rooms will be cleaned a minimum of 3 times a week. Floors to be swept and moped, washers and dryers to be wiped down inside and out and lint traps to be checked and emptied. Both bathrooms in the area are to be cleaned each time.
- b. Cabinets and counter tops are to be cleaned with warm soapy water and dried with a soft cloth.

APPENDIX C

GENERAL INFORMATION FOR RESIDENTS

1. Alcoholic Beverages. The Virginia Drinking law which dictates individuals under the age of 21 are prohibited from consuming alcoholic beverages. This law must be observed. For residents over the age of 21 there are no restrictions on the type or amount of alcohol consumed in the barracks area. This policy change is not meant to encourage the use of alcohol.
2. Bomb Threats/Terrorism. On receipt of notification that a suspected bomb has been placed or a terrorist act might occur in a barracks area, call the Military Police at 806-3104, immediately. DO NOT TOUCH OR MOVE A SUSPECTED PACKAGE. Notification should be spread throughout the area. All personnel will evacuate the building immediately and assemble in an area well clear of the building.
3. Cable TV. Barracks are wired for cable TV. Arrangements for installation, relocation on removal are the individual's responsibility. If access is required for installation or repairs, resident must be present. When clearing, rental cable equipment must be turned in.
4. Carpets. Personally owned wall-to-wall carpeting or small area throw rugs are permitted, provided they are maintained. No stains or frayed edges.
5. Cleaning Supplies. The government will provide limited cleaning supplies for common areas only.
6. Complaints. Direct complaints to your barracks coordinator. If the barracks coordinator cannot resolve the problem, the coordinator will refer the problem to the UPH office.

7. Dayrooms. These are provided for off duty recreation. All personnel are expected to keep them maintained by placing trash in containers, keep feet off the furniture, and display proper courtesy for fellow soldiers.

8. Electrical Appliances. All electrical appliances must be UL approved. Coffee pots must be on a non-combustible surface. Hot plates of any description are prohibited in the rooms.

9. Electrical Wiring. Extension cords and single probe, multi-socket plugs are prohibited. Surge protectors will be used when more than one item needs to be used in the same outlet.

10. Energy Conservation. Maintain room temperature in an energy efficient manner at all times. Turn off lights, radios, TV, stereos, etc., when not in use. Windows must be kept closed when heat or air conditioning is on. Close curtains/blinds during the day to prevent heat loss in the winter and to keep rooms cooler in the summer. Avoid excessive use of hot water.

11. Fire Procedures.

- a. Engage fire alarm box and alert other residents.
- b. Telephone the Fire Department. Make sure you give exact location of the fire, your name and telephone number.
- c. All fires in barracks areas must be reported regardless of size or nature, to include those extinguished unaided. The UPH office must also be notified at 703-806-6386.
- d. When feasible, take action to extinguish or control the fire without endangering personnel. Lives are more important than property; therefore, evacuation should be first priority. When the fire alarm sounds, all residents and guests will evacuate the building and proceed to the designated assembly area. No one may reenter the building until authorized by the Fire Department.

e. Unannounced fire drills may be held periodically by the Fire Department.

12. Food Deliveries. Delivery personnel are not authorized to enter the living areas. Residents are responsible for being in the entrance lobby to accept and pay for delivery for food items.

13. Furniture. Furniture or refrigerators will not be placed in front of fire egress doors. Stickers, decals, nails or screws are not authorized on furniture or refrigerators. Personal furniture may be used; however, the computer desk and the open storage unit must remain in the room. The government will remove any furniture not wanted at the expense of the occupant.

14. Painting. Painting and decorating room is authorized; however, written approval is required from the UPH office. Painting will be accomplished at the resident's expense, to include restoring to original paint color prior to termination.

15. Periods of Absence. Report any TDY or leave in excess of 30 days to barracks coordinator or UPH office.

16. Pest Control. When a building is scheduled for professional treatment, all residents will comply with the treatment procedures.

17. Pictures/Posters. Tacks, nails or staples will be used to hang these items on provided chair-rail only.

18. Private Owned Vehicles (POVs). Vehicles will be parked in barracks parking lots at the McRee complex. Residents may not park in lots immediately behind or beside administrative buildings. They may not be driven or parked on sidewalks in the McRee complex. Parking on grass areas is prohibited. Violators

are subject to parking tickets. Unserviceable or unlicensed vehicles will not be stored in the barracks parking lots and are subject to being removed. Only-minor repair of vehicles can be accomplished in the barracks parking lots. Replacing spark plugs, checking timing and changing tires are examples of maintenance permitted in the area. Oil and filter changes and washing vehicles are not permitted. This can be done at Karamura Craft Shop.

19. Prohibited Items.

- a. Ammunition, firearms or any type, knives with blades over 3 inches long, switch blades, weapons, fireworks, etc.
- b. Gambling.
- c. Illegal drugs.
- d. Melting of paste wax or boot polish.
- e. Pets except fish in small aquariums (5 gallon tank maximum). See Fort Belvoir Regulation 40-905.
- f. Space heaters.
- g. Storage of flammable or combustible materials (paints, solvents, gasoline, charcoal, lighter fluid, etc.)
- h. Tampering with or disconnecting smoke detectors and fire alarms.

20. Recreational Equipment. No recreational equipment (campers, canoes, boats, etc.) will be stored within the barracks area. Designated RV storage areas are to be utilized for such equipment.

21. Renters Insurance. Recommended residents procure renters insurance to cover loss/damage to their personal property.

22. Safety.

a. Ensure irons, hair dryers and like items are unplugged when not in use.

b. Cables, cords, wires, etc., will not be run so as to cause a safety hazard. They will not be covered or items placed directly onto them.

c. Fire extinguishers will be hung at their proper locations. They may not be used as doorstops or for any other unintended purpose.

d. Barbecue grills may only be used outdoors in the provided picnic areas. No personally owned grills are authorized in the troop housing area.

e. Report any fire or safety hazards to barracks coordinator or the UPH office immediately.

23. Security.

a. Items of value should be registered at your unit upon arrival on a Personal Property Record. The unit will retain one copy and the other copy should be posted on the inside of your closet door. Residents are encouraged to place valuable possessions and large amounts of cash in a commercial facility for safekeeping. Personal belongings should be secured in your walk-in closet or computer desk.

b. Keep your room door locked when there is no one in the room.

c. Loaning out room or building access keys/codes is unauthorized. NO DUPLICATION OF KEYS.

d. During periods of absence (TDY or leave) residents should secure high value items in their closets.

e. Missing personal property should be reported to the Military Police immediately.

24. Service Orders. Service orders for the individual rooms will be called in by the occupant and they will be responsible to meet the DynCorp's representative to fix the problem. Service orders for common/exterior areas will be reported to the UPH office.

25. Supply/Self-Help Center. The UPH office will establish a self-help center for the barracks. Items will be requested in Building 2115 and will be delivered to 2115. Cleaning supplies, light bulbs and equipment will be supplied. The tower coordinator or his assistant may obtain supplies for the purpose of cleaning the common areas of each building.

26. Solicitation. Solicitors are not authorized to sell their products/services within the barracks areas. Report any attempts of solicitation to the barracks coordinator or UPH office immediately. If neither is available, it should be reported to the unit CQ or Military Police.

27. Telephone Service. Individual telephone service can be obtained at Building 2115.

28. Visitors. Overnight guests are not authorized at any time. Visitors under the age of 18 are not permitted in individual rooms or the barracks area unless they are: (1) visiting a family member, or (2) accompanied by an adult member of their own family. Visitors are not permitted in individual rooms unless in the company of the resident assigned to the room. Guests will not infringe on the privacy of the resident's roommate(s). Residents are responsible for the conduct of their visitors to include liability for any damages incurred. Visitation privileges can be revoked if they are abused.

29. Washers/Dryers. These machines are located in each of the barracks buildings and are for use by barracks residents only. Do not overload the machines or use those that apparently require repair. All residents are required to be considerate of others and ensure the machines they have used are left clean and dryer lint traps cleaned after each use. Inoperable machines should be reported to UPH Office, 6099 Abbot Road (bldg. 2115).

APPENDIX D

GLOSSARY

AWOL	Absent without leave
BAH	Basic Allowance for Housing
CNA	Certificate of Non-Availability
HOMES	Housing Operation Management System
IAW	In accordance with
ISDNCO	Installation Staff Duty Non-Commissioned Officer
PCS	Permanent Change of Station
POV	Private Owned Vehicles
SDNCO	Staff Duty Non-Commissioned Officer
RV	Recreational Vehicle
TDY	Temporary Duty
UPH	Unaccompanied Personnel Housing
UPPH	Unaccompanied Permanent Party Housing